

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. 2383</b> <hr/> <b>Page 1 of 7</b>
<b>Agency</b> <u>Department of Human Resources</u> <b>Division/Unit</b> <u>Child Care Administration (CCA)</u>		
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1	<b>Supersedes / Schedule 1778</b> <b>This schedule pertains to the Child Care Administration Office at DHR Central as well as the Child Care Administration Regional Offices.</b>  <u><b>Personnel Records</b></u> This file consists of staff arrangement of evaluations, incoming letters, memoranda, grievances, commendations, reclassification requests, promotion, hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.	Retain for (5) five years after termination of employment and then destroy.
2	<u><b>Timekeeping</b></u> This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administration of timekeeping records.	Retain for (1) calendar year, then destroy.
3	<u><b>Director's General Correspondence</b></u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Child Care Administration	Retain for (3) three years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to MSA.
Schedule Approved by Department, Agency, or Division Representative. Date <u>June 8, 2005</u> Signature <u>Thyra L. Packett</u> Typed Name <u>Thyra L. Packett</u> Title <u>Initiatives Administrator</u> <u>Div. of Administrative Operations, DHR</u>		Schedule Authorized by State Archivist Date <u>22 Feb 06</u> Signature <u>Edward C. [Signature]</u>

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4	<p><b><u>General Administrative Correspondence File</u></b> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers related to the administration of the Child Care Administration.</p>	Screen annually. Destroy the material no longer needed for current business.
5	<p><b><u>Program and Policy Records</u></b> This file consists of the following: Management by objectives, organization of the Child Care Administration and program manuals.</p>	Retain permanently for eventual transfer to the MSA.
6	<p><b><u>Purchasing Records</u></b> Actual Emergency and Repair Reports Copy of Contracts Awarded Credit Memorandum Requisition for Supplies Purchase Orders Report of Partial or Full Delivery (Also Agency Interoffice Requisitions)</p>	Screen annually, destroying materials not needed for conduct of business.
7	<p><b><u>Enforcement Files</u></b> This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's files, etc. This file may consist of all or some of the above relating to the administration of enforcement records.</p>	Retain for (7) seven years, then destroy.

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8	<p><b><u>Regional Files</u></b> This file may contain all or some of the following: enforcement, correspondence, personnel information, Family Day care Directory, Center Day Care Directory.</p>	Retain for (3) three years, then destroy.
9	<p><b><u>Information and Resource Materials</u></b> The Child Care Administration maintains a sizeable collection of information and data resource materials relating to family and center day care and public and private sector: programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training and personnel management. Materials are filed by subject, by program or organizational title, or by geographic locale (local, state, national)</p>	Screen annually, destroying materials not needed for conduct of business.
10	<p><b><u>Periodic Information Fliers, Newsletter and News Notes</u></b> In conjunction with outreach and technical assistance to employees, centers and family providers, and other human service agencies, the Child Care Administration produces occasional informational news notes and newsletters. Records pertaining to these items include planning and working papers. Resource materials, artwork, camera-ready copy when available and the publications.</p>	Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently for periodic transfer to MSA.

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11	<p><b><u>Legislative Records</u></b> Legislative files include: copies of written or oral testimony presented before the Maryland General Assembly; copies of legislative alerts distributed to commissions for day care facilities; copies of bills introduced in the Maryland General Assembly and U.S. Congress; legislative reports and analyses. Legislative files are maintained to provide a record of the legislative actions/activities of the Commission and as a source of information regarding legislative issues of importance to day care.</p>	Retain for (5) five years, then destroy.
12	<p><b><u>Reading File</u></b> This file consists of a copy of letters, memoranda, reports and any miscellaneous material generated from all employees of the central office.</p>	Retain (1) one year from date of material, then destroy.
13	<p><b><u>Family Day Care Registration Certificate and Center Day Care License</u></b> This file is a copy of each family day care registration certificate and each center day care license.</p>	Retain until new certificate or license is issued or day care is closed, then destroy

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14	<p><b><u>Center Day Care:</u></b> The file consists of all or some of the following:</p> <ul style="list-style-type: none"> <li>a. License Application</li> <li>b. Request for Inspection</li> <li>c. Licensing Report</li> <li>d. Operational Changes in Day Care center</li> <li>e. Inspection Report</li> <li>f. Review/Referral Form</li> <li>g. Corrective Action Plan</li> <li>h. Variance Request</li> <li>i. Complaint Against Center</li> <li>j. Correspondence</li> <li>k. Investigation Reports</li> <li>l. Sanitary Inspection Reports</li> <li>m. Conference Notice</li> <li>n. Staffing Patterns</li> <li>o. Personnel List</li> <li>p. Fire Marshall Report</li> <li>q. Menus</li> <li>r. Evidence of compliance with applicable building, zoning, plumbing, gas and electric codes.</li> </ul> <p>Plus any miscellaneous papers relating to the administration of center day care.</p>	<p>Retain center day care annual records for (5) five successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records (5) five years then destroy.</p>
15	<p><b><u>Unopened Case Records Center Day Care</u></b> This file contains all cases, which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility, etc.</p>	<p>Retain (3) three years after final action, then destroy</p>

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16	<p><b><u>Unopened Case Records Family Day Care</u></b> This file contains all cases, which, were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility, etc.</p>	Retain (3) <i>three</i> years after final action, then destroy.
17	<p><b><u>Maryland Child Care Credential Records</u></b> <i>This file consists of applications, documentation of training, experience and professional activity, letters, certificates of achievement, bonus award payments and notes.</i></p>	<i>Retain annual documentation in records for (1) one year, then destroy. Retain closed files for (3) three years, then destroy.</i>
18	<p><b><u>Tiered Reimbursement Records</u></b> <i>This file consists of applications, documentation of accreditation achievement, staff credentialing, program, Parent involvement activities, program evaluation, letters, certificates of achievement and notes.</i></p>	<i>Retain annual documentation for (1) one year, then destroy. Retain closed files for (3) three years, then destroy.</i>
19	<p><b><u>Training Approval Files</u></b> <i>This file consists of applications, training proposals, letters, certificates of approval, complaints, training reports, and notes.</i></p>	<i>Retain for (4)four years after expiration of approval</i>

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20	<p><b>SPECIAL TYPES OF RECORDS</b></p> <p><u>Family Day Care</u>: This file may consist of all or some of the following:</p> <ul style="list-style-type: none"> <li>a. Fire Marshall Report</li> <li>b. Sanitary Inspection Report</li> <li>c. Application</li> <li>d. Copy of the Registration Certificate</li> <li>e. Criminal Record Clearance</li> <li>f. Change of Situation Form</li> <li>g. Substitute form</li> <li>h. Fire/Safety Checklist</li> <li>i. Correspondence</li> <li>j. Complaint</li> <li>k. Investigation Reports</li> <li>l. Conference Notice</li> </ul> <p>Plus any miscellaneous papers relating to the administration of family day care.</p>	<p>Retain family day care annual records for (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records (5) years, then destroy.</p>